Treasury Board of Canada Secretariat
Secrétariat du Conseil du Trésor du Canada

Better government: with partners, for Canadians

2012–13

Annual Reports on the *Access to Information Act* and the *Privacy Act*

Canada

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1. Report on the *Access to Information Act*

1.1 Introduction

The *Access to Information Act*[1] gives Canadian citizens and permanent residents, and all individuals and corporations present in Canada, the right of access to records under the control of a government institution subject to the Act. The Act complements, but does not replace, other means of obtaining government information.

This report is prepared and tabled in Parliament in accordance with section 72 of the *Access to Information Act*. It covers the period from April 1, 2012, to March 31, 2013.

1.2 Mandate of the Treasury Board of Canada Secretariat

As the administrative arm of the Treasury Board, the Treasury Board of Canada Secretariat (the Secretariat) has a dual mandate: to support the Treasury Board as a committee of ministers and to fulfill the statutory responsibilities of a central government agency. It is headed by a Secretary who reports to the President of the Treasury Board.

The Secretariat provides advice and support to Treasury Board ministers in their role of ensuring value for money and providing oversight of the financial management functions in departments and agencies.

The Secretariat makes recommendations and provides advice to the Treasury Board on policies, directives, regulations and program expenditure proposals with respect to the management of the government's resources, and is responsible for the comptrollership function of the government.

Under the broad authority of sections 5 to 13 of the *Financial Administration Act*, the Secretariat supports the Treasury Board in its role as the general manager and employer of the public service.

1.3 Organization

The Access to Information and Privacy (ATIP) Office is part of the Ministerial Services Division of the Secretariat's Strategic Communications and Ministerial Affairs Sector. The ATIP Office coordinates responses to ATIP requests and consultations from other government institutions for the Treasury Board of Canada Secretariat as a department. The office also provides advice to the Secretariat's employees as they fulfill their obligations under the *Access to Information Act* and the *Privacy Act*.

The ATIP Office has eight full-time equivalents to fulfill the Secretariat's obligations under the *Access to Information Act* and the *Privacy Act*. The staff of the ATIP Office in 2012–13 consisted of seven employees: a Director and six ATIP officers at various levels. The ATIP officers' work ranges from processing complex, voluminous files to more routine, straightforward requests. Some staffing actions were completed during this reporting period, and others have been carried forward to 2013–14.

1.4 Delegation Orders

Delegation orders set out what powers, duties and functions for the administration of the *Access to Information Act* have been delegated by the head of the institution and to whom. The President of the Treasury Board has delegated most of the responsibilities for the *Access to Information Act* and the *Privacy Act* to the ATIP Director and the Senior Director, Ministerial Services, Strategic Communications and Ministerial Affairs, within the Secretariat. The Secretary has been delegated responsibilities for addressing complaints not resolved between the ATIP Office and investigators from the Office of the Information Commissioner and the Office of the Privacy Commissioner.

Copies of the approved Secretariat delegation orders can be found in Appendix C.

1.5 Statistical Report

Statistical reporting on the administration of the *Access to Information Act* and the *Privacy Act* has been in place since 1983. The statistical reports prepared by government institutions provide aggregate data on the application of the *Access to Information Act* and *Privacy Act* legislation. This information is made public on an annual basis in an *Info Source Bulletin*[ii] and is included with the annual reports on access to information and privacy, which are tabled in Parliament by each institution.

The Secretariat's 2012–13 statistical report on the *Access to Information Act* is provided in Appendix A.

1.6 Interpretation of the Statistical Report for Requests Under the *Access to Information Act*

In this reporting period (April 1, 2012, to March 31, 2013), the Secretariat received a total of 301 new requests under the *Access to Information Act*. This represents a decrease of 53 requests (15%) from last year's total of 354. In addition to the new requests, 83 requests were carried forward from 2011–12. Of the 301 new requests, 117 (39%) were either transferred or redirected to other federal institutions as they were on subjects within their mandates, and the Secretariat dealt with the remaining 184 requests.

Of the 301 requests received during the 2012–13 reporting period, 158 (52%) came from the public, and the remaining 48% were requests from media, businesses, academia and organizations.

In 2012–13, the Secretariat's ATIP Office reviewed a larger volume of material—33,065 pages more than last year. Table 1 illustrates a three-year trend. Responding to formal access to information requests involved the review of 80,537 pages, of which 56,654 (70%) were recommended for release. About 10% of the cases involved the review and processing of more than 500 pages. Approximately 20% of requestors (24 of 121) chose to receive information on CD-ROM, at no extra charge.

Table 1. Overview of *Access to Information Act* Requests

Fiscal Year	New Requests Received	Requests Completed	Number of Pages Processed	Number of Pages Released	On-Time Compliance Rate %
2012–13	301	324	80,537	56,654	95
2011–12	354	336	47,472	27,897	99
2010–11	303	271	30,414	18,422	97

Although the number of requests received is 15% less than last fiscal year, the volume of pages reviewed and processed was 41% higher than the last fiscal year.

1.7 Other Requests

During this same period, the Secretariat received 263 *Access to Information Act* consultation requests from other federal government departments or other organizations involving Secretariat records or issues, a slight decrease of 9 such requests (3%) from the previous year. The Secretariat was asked to review a total of 12,829 pages of information as part of these consultations.

As a result of the web posting of summaries[iii] of completed *Access to Information Act* requests, the Secretariat received additional informal requests for previously released information. The ATIP Office processed 97 informal requests (not subject to the *Access to Information Act*), as compared with 204 informal requests in the previous year. These informal requests are processed as part of the Secretariat's broader objective of providing Canadians with relevant information on an informal and timely basis.

As in previous years, the ATIP Office acted as a source of expertise for Secretariat officials, providing advice and guidance on the provisions of the legislation. It was consulted regularly on

the disclosure and collection of data on a wide range of subjects and provided advice to ensure transparency and compliance with the legislation. This included publications to be posted on the Open Government website, surveys and forms, proactive disclosures on travel and hospitality, 2012–13 Management Accountability Framework assessments, various information management issues, security of information, and the review of audits to be posted on the Internet.

Throughout the year, the ATIP Office also received frequent telephone calls and emails from the general public seeking guidance on how to obtain information under the *Access to Information Act* and the *Privacy Act* and where they should forward their requests. Many of these enquiries were redirected to the Royal Canadian Mounted Police, to the Canada Border Services Agency, to the Canada Revenue Agency, and, occasionally, to provincial Freedom of Information Offices.

1.8 Disposition of Completed Requests

In 2012–13, 324 requests were completed and information was disclosed in accordance with the provisions of the legislation. Table 2 provides an overview of the disposition of the completed requests.

Table 2. Disposition of Completed Requests

Disposition	Requests	
	Number	Per Cent
Fully disclosed	38	12
Partially disclosed	107	33
Excluded in entirety	8	2
Exempted in entirety	5	1
Transferred to another institution	10	3
Withdrawn by applicants	13	4
No existing records	142	44
Treated informally	1	1
Total	324	100

Most requests that fall within the Secretariat's mandate were partially disclosed owing to the nature of the Secretariat's business, which involves a significant number of Cabinet confidences and sensitive advice and recommendations to the President. Because the President of the Treasury Board is responsible for ensuring compliance with the *Access to Information Act* and the *Privacy Act* government-wide, the Secretariat receives a large number of requests that fall

within the mandates of other federal departments. Such requests are registered, reviewed and either redirected or transferred to the appropriate organization. In Table 2, these requests are presented as "transferred to another institution" and "no existing records."

1.9 Completion Time and Extensions

The legislation sets the timelines for responding to the access to information requests and allows for extensions when responding to the request requires review of a large volume of information or extensive consultations with other organizations.

Table 3 presents the response times for the 324 requests the Secretariat completed in 2012–13.

Table 3. Completion Times

Completion Time	Requests	
	Number	Per Cent
Within 1 to 15 days	143	44
Within 16 to 30 days	62	19
Within 31 to 60 days	21	6
Within 61 to 120 days	20	6
Within 121 to 180 days	32	10
Within 181 to 365 days	35	11
More than 365 days	11	4
Total	324	100

The Secretariat received a number of requests that fall under other departments' mandates; these requests are completed within 1 to 15 days. Requests that were processed after the initial 30 days required consultations with other government departments and with the Privy Council Office in order to validate Cabinet confidences. In this reporting period, the Secretariat sought extensions in 114 instances (35%), in order to consult with other government institutions or third parties. Of the 324 requests, 205 requests were processed within the legislated 30 days and 103 within legal time extensions.

Access to information requests received in this reporting period were complex and often required cross-departmental, regional or cross-jurisdictional data that are not readily available. These requests resulted in requestors paying additional search and retrieval fees as well as programming fees.

Several factors contribute to the Secretariat's 95% on-time response rate, including the availability of weekly statistical performance reports; strong case file management; information sessions with Secretariat officials and sector contacts; as well as streamlined delegation orders.

1.10 Exemptions Invoked

The *Access to Information Act*, allows, and in some instances requires, that some information, such as on national security, law enforcement or trade secrets, be exempted and not released.

In 2012–13, the Secretariat invoked a total of 378 exemptions pursuant to specific sections of the *Access to Information Act*. The exemptions were as follows:

- Section 13: Exempting records obtained in confidence from other levels of government (5);
- Section 14: Exempting records related to federal-provincial affairs (4);
- Section 15: Exempting records expected to be injurious to the conduct of international affairs and the defence of Canada (4);
- Section 16: Exempting records containing law enforcement and investigation information (15);
- Section 17: Exempting records expected to threaten the safety of individuals (1);
- Section 18: Exempting records expected to prejudice the economic interests of Canada (30);
- Section 19: Exempting records containing personal information (75);
- Section 20: Exempting records containing third-party business information (37);
- Section 21: Exempting records containing information related to the internal decision-making processes of government (154);
- Section 22: Exempting records related to testing procedures, tests and audits (4);
- Section 23: Exempting records related to solicitor-client privilege (48); and
- Section 26: Exempting records where information is to be published within 90 days (1).

1.11 Exclusions Invoked

The *Access to Information Act* does not apply to information that is already publicly available, such as government publications and material in libraries and museums. It also excludes material such as Cabinet confidences. Consistent with the Act, exclusions were invoked 80 times: twice for information that could be found in the public domain and 78 times under section 69 for confidences of the Queen's Privy Council for Canada. Because the Secretariat provides administrative support to the Treasury Board, which is a Cabinet committee, it has a large number of documents classified as Cabinet confidences.

1.12 Fees

During the reporting period, the Secretariat collected $1,005 in application fees, $935 in search fees and $120 in programming fees. No fees were collected for reproduction of material to be released or for response preparation time.

1.13 Costs

During 2012–13, the ATIP Office incurred $401,633 in salary costs and $28,108 in administrative costs (software licences, professional services fees, office equipment and supplies) to administer the *Access to Information Act*.

These costs do not include resources expended by the Secretariat's program areas to meet the requirements of the Acts.

1.14 Education and Training

During 2012–13, the ATIP Office continued to conduct training sessions for employees on a regular basis—13 sessions were provided to 168 participants. They were provided with an overview of the Acts and other information to ensure better understanding of their obligations and how the ATIP process works in the Secretariat. These sessions were given to divisional teams and sectors across the Secretariat.

1.15 Policies, Guidelines, Procedures and Initiatives

To make the process of requesting government records simpler and more convenient, the Government of Canada launched on April 9, 2013, a pilot initiative that enables Canadians to submit their access to information and privacy requests and fees online.[iv] Citizenship and Immigration Canada, Shared Services Canada and the Treasury Board of Canada Secretariat are the current participants in the pilot. This initiative is part of the modernization of the administration of access to information, one of the commitments of *Canada's Action Plan on Open Government*.[v] Upon successful completion of the pilot, the service will be expanded to other federal government institutions, making it easier to submit an access to information or privacy request across government.

To ensure policy compliance and adherence to procedures for appropriate handling and preparation of responses to ATIP requests, the Secretariat's ATIP Office disseminated a variety of tools and checklists and held face-to-face meetings with new staff and contacts. Both tools and meetings were instrumental in ensuring that the Secretariat's employees are aware of their roles and responsibilities related to access to information and privacy requests.

1.16 Complaints, Investigations and Federal Court Cases

Clients of the Secretariat filed 21 new complaints with the Information Commissioner in 2012–13, a slight increase of 2 complaints from a total of 19 in 2011–12.

The reasons for the new complaints were as follows:

- 7 were related to the exemption or exclusion of information;
- 4 pertained to time limits (i.e., extensions taken or time taken to respond to requests);
- 3 were about missing information;
- 3 related to missing information reported in *Info Source*;
- 1 related to fees assessed for a request;
- 1 concerned the handling of the request (i.e., not providing information in the format requested);
- 1 related to the use of PIN messaging; and
- 1 was regarding communications and media relations that restrict government scientists from speaking with the media.

Sixteen of the new complaints received dealt with formal requests made under the *Access to Information Act*.

During this fiscal year, 19 complaint investigations, which included 11 carried over from the previous year, were completed. The results were as follows:

- 7 complaints were determined not to be well-founded;
- 6 complaints were withdrawn by the complainant;
- 5 complaints were assessed as well-founded and resolved without recommendations; and
- 1 complaint was settled in the course of the investigation.

All completed complaints dealt with formal responses to requests made under the *Access to Information Act*.

There were no new court cases in 2012–13. In fact, there have been no new court cases against the Secretariat in relation to the *Access to Information Act* and the *Privacy Act* in the last five years.

1.17 Information Holdings

Info Source is a series of publications containing information about and collected by the Government of Canada. The primary purpose of *Info Source* is to assist individuals in exercising their rights under the *Access to Information Act* and the *Privacy Act*. *Info Source* also supports the federal government's commitment to facilitate access to information regarding its activities.

A description of the Secretariat's functions, programs, activities and related information holdings can be found in *Sources of Federal Government and Employee Information 2012*.[vi] *Info Source* also provides private individuals and federal government employees (current and former) with the information required to access their personal information held by government institutions that are subject to the *Privacy Act*.

Since the *Access to Information Act* and the *Privacy Act* were enacted, technology and communication approaches have evolved. In order to improve service delivery and reduce reporting burdens on institutions, the Chief Information Officer Branch of the Secretariat undertook to transform *Info Source: Sources of Federal Government and Employee Information* from a static electronic document to a responsive web resource and to improve service to both the public and the ATIP professionals in federal departments. The ATIP Office of the Secretariat participated in the initial pilot to test a decentralized approach to the publishing of *Info Source*. This initiative has made it easier to access government information, and it helped strengthen transparency to the public.

All *Info Source* publications[vii] are available free of charge online.

2. Report on the *Privacy Act*

2.1 Introduction

The *Privacy Act*[viii] provides Canadian citizens and permanent residents with a right of access to, and correction of, their personal information that is under the control of a government institution. The Act also provides the legal framework for the collection, retention, use, disclosure, disposition and accuracy of personal information in the administration of programs and activities by government institutions subject to the Act.

Under the *Privacy Act*, personal information is defined as "information about an identifiable individual that is recorded in any form." Examples include information relating to the race, national or ethnic origin, colour, religion, age or marital status of an individual; the education or the medical, criminal, financial or employment history of an individual; the address, fingerprints or blood type of an individual; and any identifying number, symbol or other particular identifier assigned to an individual.

This report is prepared and tabled in Parliament in accordance with section 72 of the *Privacy Act*. It covers the period from April 1, 2012, to March 31, 2013.

2.2 Mandate of the Treasury Board of Canada Secretariat

As the administrative arm of the Treasury Board, the Treasury Board of Canada Secretariat (the Secretariat) has a dual mandate: to support the Treasury Board as a committee of ministers and to fulfill the statutory responsibilities of a central government agency. It is headed by a Secretary who reports to the President of the Treasury Board.

The Secretariat provides advice and support to Treasury Board ministers in their role of ensuring value for money and providing oversight of the financial management functions in departments and agencies.

The Secretariat makes recommendations and provides advice to the Treasury Board on policies, directives, regulations and program expenditure proposals with respect to the management of the government's resources, and is responsible for the comptrollership function of the government.

Under the broad authority of sections 5 to 13 of the *Financial Administration Act*, the Secretariat supports the Treasury Board in its role as the general manager and employer of the public service.

2.3 Organization

The Access to Information and Privacy (ATIP) Office is part of the Ministerial Services Division of the Secretariat's Strategic Communications and Ministerial Affairs Sector. The ATIP Office coordinates responses to ATIP requests and consultations from other government institutions for the Treasury Board of Canada Secretariat as a department. The office also provides advice to the Secretariat's employees as they fulfill their obligations under the *Access to Information Act* and the *Privacy Act*.

The ATIP Office has eight full-time equivalents to fulfill the Secretariat's obligations under the *Access to Information Act* and the *Privacy Act*. The staff of the ATIP Office in 2012–13 consisted of seven employees: a Director and six ATIP officers at various levels. The ATIP officers' work ranges from processing complex, voluminous files to more routine, straightforward requests. Some staffing actions were completed during this reporting period, and others have been carried forward to 2013–14.

2.4 Delegation Orders

Delegation orders set out what powers, duties and functions for the administration of the *Privacy Act* have been delegated by the head of the institution and to whom. The President of the Treasury Board has delegated most of the responsibilities for the *Access to Information Act* and the *Privacy Act* to the ATIP Director and the Senior Director, Ministerial Services, Strategic Communications and Ministerial Affairs, within the Secretariat. The Secretary has been delegated responsibilities for addressing complaints not resolved between the ATIP Office and investigators from the Office of the Information Commissioner and the Office of the Privacy Commissioner.

Copies of the approved Secretariat delegation orders can be found in Appendix C.

2.5 Statistical Report

Statistical reporting on the administration of the *Access to Information Act* and the *Privacy Act* has been in place since 1983. The statistical reports prepared by government institutions provide aggregate data on the application of the *Access to Information Act* and *Privacy Act* legislation. This information is made public on an annual basis in an *Info Source Bulletin*[ix] and is included with the annual reports on access to information and privacy, which are tabled in Parliament by each institution.

The Secretariat's 2012–13 statistical report on the *Privacy Act* is provided in Appendix B.

2.6 Interpretation of the Statistical Report for Requests Under the *Privacy Act*

During the reporting period (April 1, 2012, to March 31, 2013), the Secretariat received a total of 84 new requests under the *Privacy Act*. This represents a decrease of 35 requests (29%) from last year's total of 119. In addition to the new requests, a total of 5 requests were carried forward from 2011–12.

Of the 84 new requests, 53 (63%) were redirected to other federal institutions as they were on subjects within their mandates, and the Secretariat dealt with the remaining 31 requests.

As shown in Table 4, there was a decrease in the number of pages reviewed in this reporting period over last year; responding to formal requests involved the review of 2,260 pages, of which 2,240 (99%) were released.

Table 4. Overview of *Privacy Act* Requests

Fiscal Year	New Requests Received	Requests Completed	Number of Pages Processed	Number of Pages Released	On-Time Compliance Rate %
2012–13	84	86	2,260	2,240	99
2011–12	119	118	4,759	4,617	98
2010–11	79	78	12,081	10,611	97

Current and former federal public service employees were the primary requestors of information under the *Privacy Act*. The requests were related to personnel or staff-related issues that required the Secretariat's involvement.

2.7 Other Requests

During this same period, the Secretariat responded to seven *Privacy Act* consultation requests from other departments involving Secretariat records or issues.

As in previous years, the ATIP Office acted as a source of expertise for Secretariat officials, providing advice and guidance on the provisions of the legislation. It was consulted regularly on the disclosure and collection of data on a wide range of subjects and provided advice to ensure transparency and compliance with the legislation. This included surveys, various information management issues, privacy impact assessments, privacy protocols, security of information, and privacy notices for various forms and questionnaires.

Throughout the year, the ATIP Office also received numerous telephone calls and emails from the general public seeking guidance on how to obtain information under the *Access to Information Act* and the *Privacy Act* and where they should forward their requests. Many of these enquiries were redirected to the Royal Canadian Mounted Police, to the Canada Border Services Agency, to the Canada Revenue Agency, and, occasionally, to provincial Freedom of Information Offices.

2.8 Disposition of Completed Requests

In 2012–13, 86 requests were completed. The disposition of the completed requests was as follows.

Table 5. Disposition of Completed Requests

Disposition	Requests	
	Number	Per Cent
Fully disclosed	5	6
Partially disclosed	12	14
No existing records	66	77
Exempted in entirety	3	3
Total	86	100

Because the President of the Treasury Board is responsible for ensuring compliance with the *Access to Information Act* and the *Privacy Act* government-wide, the Secretariat receives requests that fall within the mandates of other federal departments. Such requests are registered, reviewed and redirected to the appropriate organization. In Table 5, these requests are presented as "no existing records."

2.9 Completion Time and Extensions

The legislation sets the timelines for responding to the privacy requests and allows for extensions when responding to the request requires review of a large volume of information, extensive consultations with other organizations or for translation purposes. Table 6 presents the response times for the 86 requests the Secretariat completed in 2012–13.

Table 6. Completion Times

Completion Time	Requests	
	Number	Per Cent
Within 1 to 15 days	65	75
Within 16 to 30 days	10	12
Within 31 to 60 days	7	8
Within 61 to 120 days	4	5
Total	86	100

The Secretariat receives a large number of requests that fall under other departments' mandates; these requests are completed within 1 to 15 days. Requests processed after the initial 30 days, required consultations with other government departments.

Of the 86 requests, 75 requests were processed within the legislated 30 days and 10 within legal time extensions. This represents a slight increase of 1% from last year (98%) in the Secretariat's overall on-time responses. Several factors continue to contribute to the Secretariat's successful performance and on-time response rates. These include strong case file management, information sessions with Secretariat officials and sector contacts, and the Secretariat's streamlined delegation orders.

In 10 instances (12%), the Secretariat sought extensions to the prescribed time limits in order to consult with other government institutions.

2.10 Exemptions Invoked

The *Privacy Act* allows, and in some instances requires, that some personal information, such as information related to law enforcement investigations, information about other individuals or information that is subject to solicitor-client privilege, be exempted and not released.

In 2012–13, the Secretariat invoked a total of 13 exemptions pursuant to specific sections of the *Privacy Act*. The exemptions were as follows:

- Section 26: Exempting personal information about individuals other than the requestor (10); and
- Section 27: Exempting personal information related to solicitor-client privilege (3).

2.11 Exclusions Invoked

The *Privacy Act* does not apply to information that is already publicly available, such as government publications and material in libraries and museums. It also excludes material such as Cabinet confidences.

In this reporting period, the Secretariat did not invoke any exclusions.

2.12 Costs

During 2012–13, the ATIP Office incurred $100,408 in salary costs and $7,027 in administrative costs (software licences, professional services fees, office equipment and supplies) to ensure appropriate implementation of the *Privacy Act*.

These costs do not include resources expended by the Secretariat's program areas to meet the requirements of the Acts.

2.13 Education and Training

During 2012–13, the ATIP Office continued to conduct training sessions for employees on a regular basis—13 sessions were provided to 168 participants. They were provided with an overview of the Acts and other information to ensure and a better understanding of their obligations and how the ATIP process works in the Secretariat. These sessions were given to divisional teams and individual sectors across the Secretariat.

2.14 Policies, Guidelines, Procedures and Initiatives

To make the process of requesting government records simpler and more convenient, the Government of Canada launched on April 9, 2013, a pilot initiative that enables Canadians to submit access to information and privacy requests and fees online.[x] Citizenship and Immigration Canada, Shared Services Canada and the Treasury Board of Canada Secretariat are the current participants in the pilot. This initiative is part of the modernization of the administration of access to information, one of the commitments of Canada's Action Plan on Open Government.[xi] Upon successful completion of the pilot, the service will be expanded to other federal government institutions, making it easier to submit an access to information or privacy request across government.

To ensure policy compliance and adherence to procedures for appropriate handling and preparation of responses to ATIP requests, the Secretariat's ATIP Office disseminated a variety of tools and checklists, and held face-to-face meetings to share these tools with new staff and contacts. Both tools and meetings were instrumental in ensuring that the Secretariat's employees are aware of their roles and responsibilities related to access to information and privacy requests.

2.15 Complaints, Investigations and Federal Court Cases

One new complaint was registered with the Privacy Commissioner in 2012–13. This complaint dealt with missing information; it has been carried forward to 2013–14.

There were no new court cases in 2012–13. In fact, there have been no new court cases against the Secretariat in relation to the *Access to Information Act* and the *Privacy Act* in the last five years.

2.16 Privacy Impact Assessments

Two Privacy Impact Assessments (PIA) were completed in 2012–13.

The first PIA dealt with web analytics used by federal government institutions. web analytics is the collection, analysis, measurement and reporting of web traffic and visitor behaviour in order to understand and optimize web usage. The PIA Report[xii] makes five recommendations to mitigate potential privacy risks associated with the use of Internet Protocol addresses and other digital marker information such as cookies that are set on the user's browser to track, for example, the number of visits and the unique visitors to one or more websites.

The second PIA was developed as a result of the pilot initiative that now enables Canadians to submit Access to Information and Privacy (ATIP) requests online. The PIA for the ATIP Online Request Pilot[xiii], which was launched on April 9, 2013, involves Citizenship and Immigration Canada, Shared Services Canada and the Treasury Board of Canada Secretariat. The PIA examines the data flow of the information through the system, from the point of collection by Citizenship and Immigration Canada to the point of reception of the information by the appropriate ATIP office of the three participating departments. The purpose of the PIA was to assess, reduce and mitigate potential risks associated with the collection of personal information over the Internet to enable the secure transfer of personal information to the appropriate department.

2.17 Disclosures Under Paragraph 8(2)(*m*) of the *Privacy Act*

Paragraph 8(2)(*m*) allows for the disclosure of personal information when the public interest clearly outweighs any invasion of privacy or when the disclosure would benefit the individual. There were no disclosures pursuant to paragraph 8(2)(*m*) for the 2012–13 period.

2.18 Information Holdings

Info Source is a series of publications containing information about and collected by the Government of Canada. The primary purpose of *Info Source* is to assist individuals in exercising

their rights under the *Access to Information Act* and the *Privacy Act*. *Info Source* also supports the federal government's commitment to facilitate access to information regarding its activities.

A description of the Secretariat's functions, programs, activities and related information holdings can be found in *Sources of Federal Government and Employee Information 2012*.[xiv] *Info Source* also provides private individuals and federal government employees (current and former) with the information required to access their personal information held by government institutions that are subject to the *Privacy Act*. The Secretariat does not have any exempt personal information banks.

Since the *Access to Information Act* and the *Privacy Act* were enacted, technology and communication approaches have evolved. In order to improve service delivery and reduce reporting burdens on institutions, the Chief Information Officer Branch of the Secretariat undertook to transform *Info Source: Sources of Federal Government and Employee Information* from a static electronic document to a responsive web resource and to improve service to both the public and the ATIP professionals in federal departments. The ATIP Office of the Secretariat participated in the initial pilot to test a decentralized approach to the publishing of *Info Source*. This initiative has made it easier to access government information, and it helped strengthen transparency to the public.

All *Info Source* publications[xv] are available free of charge online.

Appendix A: Statistical Report on the *Access to Information Act*

Statistical Report on the *Access to Information Act*

Name of institution: Treasury Board of Canada Secretariat

Reporting period: 01/04/2012 to 31-Mar-2013

PART 1 – Requests under the *Access to Information Act*

1.1 Number of Requests

	Number of Requests
Received during reporting period	301
Outstanding from previous reporting period	83
Total	384
Closed during reporting period	324
Carried over to next reporting period	60

1.2 Sources of requests

Source	Number of Requests
Media	71
Academia	19
Business (Private Sector)	46
Organization	7
Public	158
Total	301

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
All disclosed	2	20	11	3	0	1	1	38
Disclosed in part	2	18	6	16	30	26	9	107
All exempted	0	2	0	1	1	1	0	5
All excluded	0	0	1	0	1	5	1	8
No records exist	120	20	2	0	0	0	0	142
Request transferred	9	1	0	0	0	0	0	10
Request abandoned	9	1	1	0	0	2	0	13
Treated informally	1	0	0	0	0	0	0	1
Total	143	62	21	20	32	35	11	324

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests	Section	Number of requests
13(1)(a)	1	16(2)(a)	1	18(a)	2	20.1	0
13(1)(b)	0	16(2)(b)	0	18(b)	23	20.2	0
13(1)(c)	2	16(2)(c)	11	18(c)	0	20.4	0
13(1)(d)	1	16(3)	0	18(d)	4	21(1)(a)	59
13(1)(e)	1	16.1(1)(a)	0	18.1(1)(a)	1	21(1)(b)	51
14(a)	1	16.1(1)(b)	0	18.1(1)(b)	0	21(1)(c)	25
14(b)	3	16.1(1)(c)	0	18.1(1)(c)	0	21(1)(d)	19
15(1) - I.A.*	2	16.1(1)(d)	0	18.1(1)(d)	0	22	2
15(1) - Def.*	0	16.2(1)	0	19(1)	75	22.1(1)	2
15(1) - S.A.*	2	16.3	0	20(1)(a)	4	23	48
16(1)(a)(i)	0	16.4(1)(a)	0	20(1)(b)	14	24(1)	0
16(1)(a)(ii)	0	16.4(1)(b)	0	20(1)(b.1)	1	26	1
16(1)(a)(iii)	0	16.5	1	20(1)(c)	14		
16(1)(b)	1	17	1	20(1)(d)	4		
16(1)(c)	1						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
68(a)	2	69(1)(a)	8	69(1)(g) re (a)	16
68(b)	0	69(1)(b)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(c)	2	69(1)(g) re (c)	20
68.1	0	69(1)(d)	5	69(1)(g) re (d)	3
68.2(a)	0	69(1)(e)	12	69(1)(g) re (e)	9
68.2(b)	0	69(1)(f)	0	69(1)(g) re (f)	3
				69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	31	7	0
Disclosed in part	90	17	0
Total	121	24	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	18972	18044	38
Disclosed in part	54537	38459	107
All exempted	5296	0	5
All excluded	1390	0	8
Request abandoned	342	151	13

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed	Number of requests	Pages disclosed
All disclosed	27	317	6	1323	0	0	5	16404	0	0
Disclosed in part	42	1479	40	6043	12	4649	12	10482	1	15806
All exempted	3	0	1	0	0	0	0	0	1	0
All excluded	4	0	4	0	0	0	0	0	0	0
Abandoned	12	0	1	151	0	0	0	0	0	0
Total	88	1796	52	7517	12	4649	17	26886	2	15806

2.5.3 Other complexities

Disposition	Consultation required	Assessment of fees	Legal advice sought	Other	Total
All disclosed	16	4	0	31	51
Disclosed in part	91	27	3	99	220
All exempted	3	0	0	3	6
All excluded	8	0	0	8	16
Abandoned	1	3	0	1	5
Total	119	34	3	142	298

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
16	7	7	2	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	1	1
16 to 30 days	0	0	0
31 to 60 days	0	1	1
61 to 120 days	0	3	3
121 to 180 days	0	2	2
181 to 365 days	0	5	5
More than 365 days	0	4	4
Total	0	16	16

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
All disclosed	0	0	6	3
Disclosed in part	0	36	38	18
All exempted	0	1	2	0
All excluded	0	8	0	0
No records exist	0	0	0	0
Request abandoned	0	0	2	0
Total	0	45	48	21

3.2 Length of extensions

Length of extensions	9(1)(a) Interference with operations	9(1)(b) Consultation		9(1)(c) Third party notice
		Section 69	Other	
30 days or less	0	0	3	0
31 to 60 days	0	0	4	16
61 to 120 days	0	0	40	5
121 to 180 days	0	29	1	0
181 to 365 days	0	16	0	0
365 days or more	0	0	0	0
Total	0	45	48	21

PART 4 – Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of requests	Amount	Number of requests	Amount
Application	201	$1,005	7	$35
Search	3	$935	1	$285
Production	0	$0	0	$0
Programming	2	$120	0	$0
Preparation	0	$0	0	$0
Alternative format	0	$0	0	$0
Reproduction	0	$0	0	$0
Total	206	$2,060	8	$320

PART 5 – Consultations received from other institutions and organizations

5.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during reporting period	262	9769	1	8
Outstanding from the previous reporting period	18	3543	0	0
Total	280	13312	1	8
Closed during the reporting period	274	12829	1	0
Pending at the end of the reporting period	6	483	0	8

5.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
Disclose entirely	70	47	15	19	13	0	0	164
Disclose in part	19	14	14	2	1	2	0	52
Exempt entirely	1	2	1	0	0	0	0	4
Exclude entirely	1	0	0	0	0	0	0	1
Consult other institution	11	18	22	1	0	0	0	52
Other	1	0	0	0	0	0	0	1
Total	103	81	52	22	14	2	0	274

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
Disclose entirely	0	0	1	0	0	0	0	1
Disclose in part	0	0	0	0	0	0		0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	1	0	0	0	0	1

PART 6 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	6	0
16 to 30	3	0
31 to 60	8	7
61 to 120	10	9
121 to 180	2	2
181 to 365	7	7
More than 365	1	1
Total	37	26

PART 7 – Resources related to the Access to Information Act

7.1 Costs

Expenditures		Amount
Salaries		$401,633
Overtime		$0
Goods and Services		$28,108
• Professional services contracts	$3,360	
• Other	$24,748	
Total		**$429,741**

7.2 Human Resources

Resources	Dedicated full-time to ATI activities	Dedicated part-time to ATI activities	Total
Full-time employees	6.50	0.00	6.50
Part-time and casual employees	0.25	0.00	0.25
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
Total	6.75	0.00	6.75

Appendix B: Statistical Report on the *Privacy Act*

Statistical Report on the *Privacy Act*

Name of institution: Treasury Board of Canada Secretariat

Reporting period: 01/04/2012 to 31-Mar-2013

PART 1 – Requests under the *Privacy Act*

	Number of Requests
Received during reporting period	84
Outstanding from previous reporting period	5
Total	89
Closed during reporting period	86
Carried over to next reporting period	3

PART 2 – Requests closed during the reporting period

2.1 Disposition and completion time

Disposition of requests	Completion Time							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
All disclosed	0	4	1	0	0	0	0	5
Disclosed in part	0	2	6	4	0	0	0	12
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	62	4	0	0	0	0	0	66
Request abandoned	3	0	0	0	0	0	0	3
Total	65	10	7	4	0	0	0	86

2.2 Exemptions

Section	Number of requests	Section	Number of requests	Section	Number of requests
18(2)	0	22(1)(a)(i)	0	23(a)	0
19(1)(a)	0	22(1)(a)(ii)	0	23(b)	0
19(1)(b)	0	22(1)(a)(iii)	0	24(a)	0
19(1)(c)	0	22(1)(b)	0	24(b)	0
19(1)(d)	0	22(1)(c)	0	25	0
19(1)(e)	0	22(2)	0	26	10
19(1)(f)	0	22.1	0	27	3
20	0	22.2	0	28	0
21	0	22.3	0		

2.3 Exclusions

Section	Number of requests	Section	Number of requests	Section	Number of requests
69(1)(a)	0	70(1)(a)	0	70(1)(d)	0
69(1)(b)	0	70(1)(b)	0	70(1)(e)	0
69.1	0	70(1)(c)	0	70(1)(f)	0
				70.1	0

2.4 Format of information released

Disposition	Paper	Electronic	Other formats
All disclosed	5	0	0
Disclosed in part	12	0	0
Total	17	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of requests	Number of pages processed	Number of pages disclosed	Number of requests
All disclosed	191	191	5
Disclosed in part	2069	2049	12
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	3

2.5.2 Relevant pages processed and disclosed by size of requests

	Less than 100 pages processed		101-500 pages processed		501-1000 pages processed		1001-5000 pages processed		More than 5000 pages processed	
Disposition	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed	Number of Requests	Pages disclosed
All disclosed	4	45	1	146	0	0	0	0	0	0
Disclosed in part	4	239	8	1810	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Abandoned	3	0	0	0	0	0	0	0	0	0
Total	11	284	9	1956	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation required	Legal Advice Sought	Interwoven Information	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	10	0	9	0	19
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Abandoned	0	3	0	0	3
Total	10	3	9	0	22

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of requests closed past the statutory deadline	Principal Reason			
	Workload	External consultation	Internal consultation	Other
1	0	1	0	0

2.6.2 Number of days past deadline

Number of days past deadline	Number of requests past deadline where no extension was taken	Number of requests past deadline where an extension was taken	Total
1 to 15 days	0	1	1
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	1	1

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

PART 3 – Disclosures under subsection 8(2)

Paragraph 8(2)(e)	Paragraph 8(2)(m)	Total
0	0	0

PART 4 – Requests for correction of personal information and notations

	Number
Requests for correction received	0
Requests for correction accepted	0
Requests for correction refused	0
Notations attached	0

PART 5 – Extensions

5.1 Reasons for extensions and disposition of requests

Disposition of requests where an extension was taken	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation or conversion
		Section 70	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	10	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	10	0

5.2 Length of extensions

Length of extensions	15(a)(i) Interference with operations	15(a)(ii) Consultation		15(b) Translation purposes
		Section 70	Other	
1 to 15 days	0	0	0	0
16 to 30 days	0	0	10	0
Total	0	0	10	0

PART 6 – Consultations received from other institutions and organizations

6.1 Consultations received from other government institutions and organizations

Consultations	Other government institutions	Number of pages to review	Other organizations	Number of pages to review
Received during the reporting period	7	143	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	7	143	0	0
Closed during the reporting period	7	0	0	0
Pending at the end of the reporting period	0	143	0	0

6.2 Recommendations and completion time for consultations received from other government institutions

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
Disclose entirely	2	2	0	0	0	0	0	4
Disclose in part	1	1	1	0	0	0	0	3
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	3	3	1	0	0	0	0	7

6.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of days required to complete consultation requests							
	1 to 15 days	16 to 30 days	31 to 60 days	61 to 120 days	121 to 180 days	181 to 365 days	More than 365 days	Total
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

PART 7 – Completion time of consultations on Cabinet confidences

Number of days	Number of responses received	Number of responses received past deadline
1 to 15	0	0
16 to 30	0	0
31 to 60	0	0
61 to 120	0	0
121 to 180	0	0
181 to 365	0	0
More than 365	0	0
Total	0	0

PART 8 – Resources related to the *Privacy Act*

8.1 Costs

Expenditures		Amount
Salaries		$100,408
Overtime		$0
Goods and Services		$7,027
• Contracts for privacy impact assessments	$840	
• Professional services contracts	$6,187	
• Other	$0	
Total		**$107,435**

8.2 Human Resources

Resources	Dedicated full-time	Dedicated part-time	Total
Full-time employees	1.50	0.00	1.50
Part-time and casual employees	0.00	0.00	0.00
Regional staff	0.00	0.00	0.00
Consultants and agency personnel	0.00	0.00	0.00
Students	0.00	0.00	0.00
Total	1.50	0.00	1.50

Appendix C: Delegation Orders

Treasury Board Secretariat

Secrétariat du Conseil du Trésor

DELEGATION ORDER

ACCESS TO INFORMATION ACT

I, the undersigned, President of the Treasury Board, pursuant to Section 73 of the *Access to Information Act*, hereby authorize the Access to Information and Privacy Director, the Senior Director of Ministerial Services and the Secretary, to exercise signing authorities or perform any of the President's powers, duties or functions specified in the attached Schedule A.

ARRÊTÉ AUTORISANT LA DÉLÉGATION DE POUVOIRS

LOI SUR L'ACCÈS À L'INFORMATION

Je, soussigné, Président du Conseil du Trésor, autorise, en vertu de l'article 73 de la *Loi sur l'accès à l'information*, le Directeur de l'accès à l'information et de la protection des renseignements personnels, le Directeur principal des services ministériels ainsi que le Secrétaire, à exercer au nom du Président les pouvoirs de signer, les attributions, les fonctions ou les pouvoirs détaillés dans l'annexe A ci-jointe.

President of the Treasury Board
Président du Conseil du Trésor

Date : 23/6/14

Treasury Board Secretariat

Secrétariat du Conseil du Trésor

DELEGATION ORDER

PRIVACY ACT

I, the undersigned, President of the Treasury Board, pursuant to Section 73 of the *Privacy Act*, hereby authorize the Access to Information and Privacy Director, the Senior Director of Ministerial Services and the Secretary, to exercise signing authorities or perform any of the President's powers, duties or functions specified in the attached schedule B.

ARRÊTÉ AUTORISANT LA DÉLÉGATION DE POUVOIRS

LOI SUR LA PROTECTION DES RENSEIGNEMENTS PERSONNELS

Je, soussigné, Président du Conseil du Trésor, autorise, en vertu de l'article 73 de la *Loi sur la protection des renseignements personnels*, le Directeur de l'accès à l'information et protection des renseignements personnels, le Directeur principal des services ministériels ainsi que le Secrétaire à exercer au nom du Président les pouvoirs de signer, les attributions, les fonctions et les pouvoirs détaillés dans l'annexe B ci-jointe.

President of the Treasury Board
Président du Conseil du Trésor

Date : 23/6/11

Schedule A: Sections of the *Access to Information Act* to Be Delegated

Section of the *Access to Information Act*	Powers, Duties or Functions	Position
4(2.1)	Responsibility of government institutions	Director, Access to Information and Privacy Senior Director, Ministerial Services
7(a)	Notice when access requested	Director, Access to Information and Privacy Senior Director, Ministerial Services
7(b)	Giving access to record	Director, Access to Information and Privacy Senior Director, Ministerial Services
8(1)	Transfer of request to another government institution	Director, Access to Information and Privacy Senior Director, Ministerial Services
9	Extension of time limits	Director, Access to Information and Privacy Senior Director, Ministerial Services
11(2), (3), (4), (5), (6)	Additional fees	Director, Access to Information and Privacy Senior Director, Ministerial Services
12(2)(b)	Language of access	Director, Access to Information and Privacy Senior Director, Ministerial Services
12(3)(b)	Access in an alternative format	Director, Access to Information and Privacy Senior Director, Ministerial Services
13	Exemption – Information obtained in confidence	Director, Access to Information and Privacy Senior Director, Ministerial Services
14	Exemption – Federal-provincial affairs	Director, Access to Information and Privacy Senior Director, Ministerial Services
15	Exemption – International affairs and defence	Director, Access to Information and Privacy Senior Director, Ministerial Services
16	Exemption – Law enforcement and investigations	Director, Access to Information and Privacy Senior Director, Ministerial Services
16.5	Exemption – *Public Servants Disclosure Act*	Director, Access to Information and Privacy Senior Director, Ministerial Services
17	Exemption – Safety of individuals	Director, Access to Information and Privacy Senior Director, Ministerial Services
18	Exemption – Economic interests of Canada	Director, Access to Information and Privacy Senior Director, Ministerial Services

Section of the *Access to Information Act*	Powers, Duties or Functions	Position
18.1	Exemption – Economic interest of the Canada Post Corporation, Export Development Canada, the Public Sector Pension Investment Board and VIA Rail Canada Inc.	Director, Access to Information and Privacy Senior Director, Ministerial Services
19	Exemption – Personal information	Director, Access to Information and Privacy Senior Director, Ministerial Services
20	Exemption – Third-party information	Director, Access to Information and Privacy Senior Director, Ministerial Services
21	Exemption – Operations of government	Director, Access to Information and Privacy Senior Director, Ministerial Services
22	Exemption – Testing procedures, tests and audits	Director, Access to Information and Privacy Senior Director, Ministerial Services
22.1	Exemption – Audit working papers and draft audit reports	Director, Access to Information and Privacy Senior Director, Ministerial Services
23	Exemption – Solicitor-client privilege	Director, Access to Information and Privacy Senior Director, Ministerial Services
24	Exemption – Statutory prohibitions	Director, Access to Information and Privacy Senior Director, Ministerial Services
25	Severability	Director, Access to Information and Privacy Senior Director, Ministerial Services
26	Exception – Information to be published	Director, Access to Information and Privacy Senior Director, Ministerial Services
27(1),(4)	Third-party notification	Director, Access to Information and Privacy Senior Director, Ministerial Services
28(1)(b), (2), (4)	Third-party notification	Director, Access to Information and Privacy Senior Director, Ministerial Services
29(1)	Where the Information Commissioner recommends disclosure	Director, Access to Information and Privacy Senior Director, Ministerial Services
33	Advising Information Commissioner of third-party involvement	Director, Access to Information and Privacy Senior Director, Ministerial Services
35(2)(b)	Right to make representations	Secretary

Section of the *Access to Information Act*	Powers, Duties or Functions	Position
37(1)	Notice of actions to implement recommendations of Commissioner	Secretary
37(4)	Access to be given to complainant	Director, Access to Information and Privacy Senior Director, Ministerial Services
43(1)	Notice to third party (application to Federal Court for review)	Director, Access to Information and Privacy Senior Director, Ministerial Services
44(2)	Notice to applicant (application to Federal Court by third party)	Director, Access to Information and Privacy Senior Director, Ministerial Services
52(2)(b), (3)	Special rules for hearings	Director, Access to Information and Privacy Senior Director, Ministerial Services
71(1)	Facilities for inspection of manuals	Director, Access to Information and Privacy Senior Director, Ministerial Services
72	Annual report to Parliament	Director, Access to Information and Privacy Senior Director, Ministerial Services
Section of the *Access to Information Regulations*	**Powers, Duties or Functions**	**Position**
6(1)	Transfer of request	Director, Access to Information and Privacy Senior Director, Ministerial Services
7(2)	Search and preparation fees	Director, Access to Information and Privacy Senior Director, Ministerial Services
7(3)	Production and programming fees	Director, Access to Information and Privacy Senior Director, Ministerial Services
8	Providing access to record(s)	Director, Access to Information and Privacy Senior Director, Ministerial Services
8.1	Limitations in respect of format	Director, Access to Information and Privacy Senior Director, Ministerial Services

Schedule B: Sections of the *Privacy Act* to Be Delegated

Section of the *Privacy Act*	Powers, Duties or Functions	Position
8(2)(j)	Disclosure for research purposes	Director, Access to Information and Privacy Senior Director, Ministerial Services
8(2)(m)	Disclosure in the public interest or in the interest of the individual	Director, Access to Information and Privacy Senior Director, Ministerial Services
8(4)	Copies of requests under 8(2)(e) to be retained	Director, Access to Information and Privacy Senior Director, Ministerial Services
8(5)	Notice of disclosure under 8(2)(m)	Director, Access to Information and Privacy Senior Director, Ministerial Services
9(1)	Record of disclosures to be retained	Director, Access to Information and Privacy Senior Director, Ministerial Services
9(4)	Consistent uses	Director, Access to Information and Privacy Senior Director, Ministerial Services
10	Personal information to be included in personal information banks	Director, Access to Information and Privacy Senior Director, Ministerial Services
14	Notice where access requested	Director, Access to Information and Privacy Senior Director, Ministerial Services
15	Extension of time limits	Director, Access to Information and Privacy Senior Director, Ministerial Services
17(2)(b)	Language of access	Director, Access to Information and Privacy Senior Director, Ministerial Services
17(3)(b)	Access to personal information in alternative format	Director, Access to Information and Privacy Senior Director, Ministerial Services
18(2)	Exemption (exempt bank) – disclosure may be refused	Director, Access to Information and Privacy Senior Director, Ministerial Services
19(1)	Exemption – Personal information obtained in confidence	Director, Access to Information and Privacy Senior Director, Ministerial Services
19(2)	Exemption – Where authorized to disclose	Director, Access to Information and Privacy Senior Director, Ministerial Services
20	Exemption – Federal-provincial affairs	Director, Access to Information and Privacy Senior Director, Ministerial Services
21	Exemption – International affairs and defence	Director, Access to Information and Privacy Senior Director, Ministerial Services

Section of the *Privacy Act*	Powers, Duties or Functions	Position
22	Exemption – Law enforcement and investigation	Director, Access to Information and Privacy Senior Director, Ministerial Services
22.3	Exemption – *Public Servants Disclosure Protection Act*	Director, Access to Information and Privacy Senior Director, Ministerial Services
23	Exemption – Security clearances	Director, Access to Information and Privacy Senior Director, Ministerial Services
24	Exemption – Individuals sentenced for an offence	Director, Access to Information and Privacy Senior Director, Ministerial Services
25	Exemption – Safety of individuals	Director, Access to Information and Privacy Senior Director, Ministerial Services
26	Exemption – Information about another individual	Director, Access to Information and Privacy Senior Director, Ministerial Services
27	Exemption – Solicitor-client privilege	Director, Access to Information and Privacy Senior Director, Ministerial Services
28	Exemption – Medical record	Director, Access to Information and Privacy Senior Director, Ministerial Services
31	Notice of intention to investigate	Director, Access to Information and Privacy Senior Director, Ministerial Services
33(2)	Right to make representation	Secretary
35(1)	Notice of actions to implement recommendations of Commissioner	Secretary
35(4)	Access to be given	Director, Access to Information and Privacy Senior Director, Ministerial Services
36(3)	Notice of actions to implement recommendations of Commissioner concerning exempt banks	Secretary
51(2)(b)	Special rules for hearings	Director, Access to Information and Privacy Senior Director, Ministerial Services
51(3)	*Ex parte* representations	Director, Access to Information and Privacy Senior Director, Ministerial Services
72(1)	Report to Parliament	Director, Access to Information and Privacy Senior Director, Ministerial Services

Section of the *Privacy Regulations*	Powers, Duties or Functions	Position
9	Reasonable facilities and time provided to examine personal information	Director, Access to Information and Privacy Senior Director, Ministerial Services
11(2)	Notification that correction to personal information has been made	Director, Access to Information and Privacy Senior Director, Ministerial Services
11(4)	Notification that correction to personal information has been refused	Director, Access to Information and Privacy Senior Director, Ministerial Services
13(1)	Disclosure of personal information relating to physical or mental health may be made to a qualified medical practitioner or psychologist for an opinion on whether to release information to the requestor	Director, Access to Information and Privacy Senior Director, Ministerial Services
14	Disclosure of personal information relating to physical or mental health may be made to a requestor in the presence of a qualified medical practitioner or psychologist	Director, Access to Information and Privacy Senior Director, Ministerial Services

Endnotes

i. ***Access to Information Act***, http://laws-lois.justice.gc.ca/eng/acts/A-1/
ii. ***Info Source Bulletin***, http://www.infosource.gc.ca/bulletin/bulletin-eng.asp
iii. ***Completed Access to Information Requests***, http://www.tbs-sct.gc.ca/atipo-baiprp/req/req-eng.asp
iv. **Access to Information and Privacy (ATIP) Online Request Service**, https://atip-aiprp.apps.gc.ca/atip/welcome.do?lang=en
v. ***Canada's Action Plan on Open Government***, http://data.gc.ca/eng/canadas-action-plan-open-government
vi. ***Sources of Federal Government and Employee Information 2012***, http://www.tbs-sct.gc.ca/atipo-baiprp/sfg-srg/2012/res01-eng.asp
vii. ***Info Source* publications**, http://www.infosource.gc.ca
viii. ***Privacy Act***, http://laws-lois.justice.gc.ca/eng/acts/P-21/
ix. ***Info Source Bulletin***, http://www.infosource.gc.ca/bulletin/bulletin-eng.asp
x. **Access to Information and Privacy (ATIP) Online Request Service**, https://atip-aiprp.apps.gc.ca/atip/welcome.do?lang=en
xi. ***Canada's Action Plan on Open Government***, http://data.gc.ca/eng/canadas-action-plan-open-government
xii. **PIA Report**, http://www.tbs-sct.gc.ca/atip-aiprp/tools/piar-refrpc00-eng.asp
xiii. **PIA for the ATIP Online Request Pilot**, http://www.tbs-sct.gc.ca/report/orp/2013/piaatip-efvpaiprp-eng.asp
xiv. ***Sources of Federal Government and Employee Information 2012***, http://www.tbs-sct.gc.ca/atipo-baiprp/sfg-srg/2012/res01-eng.asp
xv. ***Info Source* publications**, http://www.infosource.gc.ca/index-eng.asp